



## **SBCEO Reopening for Substitutes Frequently Asked Questions**

*This FAQ may be revised based on changes in state-level mandates and guidance and local public health mandates and guidance.*

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### **RETURNING TO ON SITE WORK**

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**How should I be handling office supplies, paperwork and other tools?**

**How will contact tracing be handled should students or staff contract COVID-19?**

### **WORKING WITH STUDENTS**

**Will there be different guidance for staff working with students?**

## RETURNING TO ON SITE WORK

- **What is the plan for returning staff to the office and program sites?** *Office staff who had been working remotely began returning to on-site work on July 1. As each program and department has different employee needs and office configurations, the return to on-site work looks different across the organization, and is subject to adjustment in response to developing circumstances in our community and state. School staff will begin returning to on-site work at the start of their school calendars; some returned as early as July 1. Plans for returning to on-site work have been developed and continue to be reviewed and adjusted by supervisors with staff input resulting in necessary measures taken to ensure health and safety of employees and consistent with Public Health guidelines.*
- **Will substitutes and employees 65 and older and those with high-risk conditions be permitted to return to on-site work?** *Yes. As of July 1, 2020 SBCEO is allowing individuals who are 65 and older to return to on site work since the Governor’s guidance specifically states “Higher risk individuals (over 65 or with serious medical conditions) **should** continue to stay home until Stage 4” (we are in Stage 2 currently) and not that they are mandated to stay home. If you are a substitute who is 65 years or older, or a member of a group at high risk from severe illness due to COVID-19 and you have been advised by your healthcare provider to remain at home, please contact Wendy Garcia. Centers for Disease Control (CDC) information on high-risk groups may be found [here](#).*
- **I am comfortable and capable of substitute work in distance learning, what do I do?** *We will be contacting you regarding distance learning in the near future.*
- **Are SBCEO offices open to visitors?** *SBCEO offices are closed to walk-in visitors and family members of employees. We encourage staff to conduct business with non-employees remotely or electronically whenever possible. Some situations that require in-person short-term visits by non-employees may be handled through pre-arranged appointments. Visitors must be notified of this information verbally or in writing prior to their visit.*

All short-term visitors must:

- wear a [face covering](#) over their nose and mouth at all times.
- maintain [physical distance](#) of 6 feet from others whenever possible.
- [wash](#) or [sanitize](#) their hands. Restrooms and/or touchless hand sanitizer stations are available at our locations.
- Follow all other SBCEO health and safety protocols when requested to do so.

## DAILY ON-SITE PROCEDURES

- **What actions should I take before coming to work?** *All substitutes are required to complete the Wellness Check Affirmation which includes the agreement to perform a daily self-evaluation for symptoms of COVID-19 before you come to work. A CDC self-check tool and list of common symptoms can also be found [here](#). Do not come to work if you are experiencing any symptoms of illness such as fever, cough, shortness of breath, chills, fatigue, headache, muscle pain, nausea or vomiting, diarrhea, or new loss of taste or smell that are not due to chronic or known conditions. Prior to reporting to your substitute*

assignment, or as soon as possible upon arriving at your assignment, familiarize yourself with any other health and safety requirements you may be expected to fulfill at that worksite (for example, temperature check), and be sure to follow them.

- **What actions should I take if I develop symptoms during the workday?** *If you develop symptoms during your shift that are unusual and are not related to chronic or known conditions, let your supervisor know and immediately return home or go to a healthcare facility as needed. As a public employer, we are required to maintain safe and healthy working conditions for employees and use reasonable care in order to provide for the safety of other employees and students by furnishing a safe work and learning environment.*
- **When can I return to work if I have symptoms?** *Substitutes may return to work when they have been asymptomatic for 72 hours and/or if they have provided documentation of medical clearance to return to work. CDC information on what to do if you are sick may be found [here](#). You may use HFA (Healthy Families Act) sick leave if accrued. Please contact Wendy Garcia in Human Resources.*
- **What paid leaves are available for substitutes who miss work due to illness or symptoms of illness?** *You may have accrued a sick leave balance of up to 24 hours in the current fiscal year, based on your total hours worked. If you had previously scheduled an assignment in one of our SBCEO programs and were unable to work part or all of the assignment due to illness or having symptoms of illness, you may be eligible to use sick leave benefits, if available. Please contact Jessica Hallberg, Payroll Supervisor, at (805) 964-4710, ext. 5453 for more detailed information about this benefit.*
- **What are the requirements when going from my car into the office?** *Substitutes are required to wear a face covering from your car and to your car and use the most direct route when entering and exiting the workplace to minimize contact with others and support physical distancing. Please wash your hands or use hand sanitizer upon arriving at your worksite. Specific worksites may have additional requirements for staff, such as temperature checks upon arrival, that you will also be expected to follow when your assignment is at one of those worksites.*

## CLEANING

- **Has SBCEO changed its cleaning procedures?** *SBCEO custodians are following the guidance of SBCPHD/CDPH. At our three main office campuses, they are cleaning and disinfecting restrooms, employee break rooms, and high-contact surfaces such as door handles and light switches, a minimum of once or twice/day depending on the usage. Office spaces are disinfecting every evening as needed. Use the appropriate signage found [here](#) to indicate the need for cleaning. Workspaces should remain clutter-free to aid in the efficient cleaning processes.*

*SBCEO will work closely with school districts and any other organizations who manage the spaces in which classrooms and sites are located to ensure that routine cleaning procedures have been established in accordance with state and local Public Health*

guidance. For any sites where it has been determined that procedures for cleaning cannot otherwise be established by the host site in accordance with state and local Public Health guidance, SBCE may arrange for cleaning service or you may be asked to assist in cleaning..

- **Will I need to clean my workspace or other areas?** Staff are expected to sanitize common areas and equipment they use during the day as needed. Cleaning supplies for sanitizing are available from your department. Please contact Wendy Garcia if you need more information about staff training requirements.

## PHYSICAL DISTANCING

- **What are the physical distancing requirements?** Yes. Substitutes are expected to adhere to all physical distancing and safety requirements, including maintaining the appropriate physical distance of six feet between individuals whenever possible. CDC information on physical distancing may be found [here](#). For meetings in which there cannot be physical distancing, face coverings are required. Virtual meetings are encouraged whenever possible to minimize exposure to people outside of your regular work cohort. All public meetings will be conducted virtually until large gatherings are permitted by state and local regulations.

## FACE COVERINGS AND PERSONAL PROTECTIVE EQUIPMENT (PPE)

- **Do I need to wear a face covering at SBCEO worksites?** Substitutes should always follow worksite practices and guidelines. You are required to wear a face covering over your nose and mouth anytime you are moving about an SBCEO workplace or are within six feet of others without barriers in place. For those with an SBCEO desk workspace, you are not expected to wear a face covering while at your desk. If you forget your face covering or it becomes unwearable, please ask your supervisor to provide you with a disposable face mask. Please contact Wendy Garcia if you have a medical condition that may impact your ability to wear a face covering. You may find CDC information about how to safely wear and take off a cloth face covering [here](#).
- **Will I need to wear Personal Protective Equipment (PPE)?** Some positions, particularly those that require work directly with students, will necessitate the use of PPE. This may include PPE such as gloves, face shields with a drape, safety coveralls, booties, aprons, and/or disposable masks. The PPE required will vary among positions and instructional programs. The worksite staff will inform you if you need to utilize this equipment. SBCEO will provide PPE for staff who work with students.

## PREVENTING THE SPREAD

- **What should I know about handwashing?** Wash your hands or use hand sanitizer when coming onto campus and practice regular handwashing with soap and water for 20 seconds throughout the day. If soap and water are not available, use hand sanitizer as needed. Click [here](#) for more information on handwashing from CDC. CDC also has handwashing and other COVID-19 related videos available [here](#) in English, Spanish and ASL. SBCEPHD has videos available in Mixteco on their website [here](#).

- **How should I be handling office supplies, paperwork and other tools?** *Avoid sharing office supplies and tools, if possible. Use a tissue or gloves to avoid directly touching surfaces other than those at your workstation. If you must touch equipment, such as a copy machine, please sanitize the item after use. Sanitizing materials will be made available in communal areas.*
- **How will contact tracing be handled should students or staff contract COVID-19?** *If you have a confirmed diagnosis of COVID-19 or have been in close contact with someone with a confirmed diagnosis, inform SBCEO Human Resources immediately. Human Resources will work closely with the supervisor of your assignment and site to determine who may have had exposure and the proper communication and action that needs to occur with SBCEPHD. If you have substitute assignments at multiple site, please keep track of your worksite locations and individuals with whom you have had contact in the event Human Resources or Public Health needs information for purposes of contact tracing. If a student has a confirmed case of COVID-19, SBCEO will work closely with Public Health to determine the appropriate course of action for employees and substitutes who may have been in close contact with the student.*

## **WORKING WITH STUDENTS**

- **Will there be different guidance for staff working with students?** *Yes. The California Department of Public Health, the California Department of Education and the Santa Barbara County Public Health Department all released guidance specific to school programs. The worksite staff will inform you of the details specific to the program.*